

# **Redevelopment Plan Adoption Process**

If the City elects to pursue a redevelopment project, the first step would be to establish a Redevelopment Survey Area and Initiate the redevelopment project formation process.

The process of forming a new redevelopment project area involves the following:

## **TASK 1 Adopt the Survey Area:**

The plan adoption process begins with the adoption of the survey area from which the boundaries of the new Project Area are derived. Many cities choose to put an entire community boundary in the survey area, and then select a specific area in the next task.

## **TASK 2 Prepare Preliminary Plan:**

Next a preliminary plan must be prepared that generally describes the need for, and benefits of, a project area. Once adopted by the Planning Commission and the Agency, the preliminary plan is transmitted to all taxing agencies (i.e., County, School Districts) that receive property tax revenue from the Project Area. This process also requires preparation of a metes and bounds legal description and maps that meet State Board of Equalization guidelines.

## **TASK 3 Preparation of Environmental Documentation:**

Redevelopment Project Area formation is a project under the California Environmental Quality Act (CEQA), and therefore, the process typically requires preparation of a Program Environmental Impact Report (PEIR).

## **TASK 4 Field Reconnaissance/Blight Study:**

A detailed land use survey of the parcels comprising the Project Area must be done to document and substantiate that substantial and significant blight exists in the proposed project area. Photo surveys documenting physical conditions of blight (or lack thereof) seem to have made the greatest impact on recent plan adoptions processes and should be used extensively.

## **TASK 5 Prepare the Redevelopment Plan:**

A Redevelopment Plan must be prepared and made available for public review and comment during the adoption process.

## **TASK 6 The Project Area Committee or Other Project Advisory Group Process:**

If the Project Area does not include residential units, then it will not be necessary to form a Project Area Committee pursuant to Redevelopment Law. However, consideration should be given to forming an alternative public advisory group, such as a Redevelopment Advisory Committee (RAC) to participate in the plan adoption process.

### **TASK 7 Financial Analysis/Cash Flow Analysis:**

Detailed financial analysis including revenue projections and cost estimates must be completed to document the financial viability of the project and to set legally-required financial limits.

### **TASK 8 Prepare the Preliminary Report:**

A Preliminary Report must be prepared for the Plan. This document outlines the reasons for the Project Area, describes the physical and economic conditions in the Project Area, assesses the feasibility of financing the Project, and summarizes why the plan is needed and how it will alleviate the blighting conditions. The Preliminary Report must be transmitted to the affected taxing agencies and will serve as the basis for potential taxing agency discussions.

### **TASK 9 Taxing Agency/Public Notices:**

Taxing agency and public notices must be prepared, and transmitted in the time frames required by Redevelopment Law.

### **TASK 10 Prepare Report to Council:**

This Report must include the following:

- 1) The reasons and the need for the project area;
- 2) Proposed projects and why private enterprise acting alone cannot accomplish;
- 3) The reasonableness of the redevelopment project programs;
- 4) The blighting characteristics of the project area (both physical and economic);
- 5) Five-year implementation plan;
- 6) The methodology of financing the redevelopment project;
- 7) The relocation assistance plan and neighborhood impact analysis;
- 8) evidence of consultation with affected citizens, property owners, and taxing agencies;
- 9) Compliance with CEQA; and
- 10) Preparation of a neighborhood impact report that evaluates the potential redevelopment project impacts on surrounding neighborhoods.

This Report forms the basis for a defense against legal challenges, if any, to the Project Area. The Report also allows the Agency to evaluate the financial feasibility and desirability of the proposed redevelopment implementation projects and programs.

### **TASK 11 Joint Public Hearing:**

A joint public hearing of the Agency and City Council must be held to take testimony for and against the Plan.

### **TASK 12 Adoption Follow-up:**

The Project Area must be adopted by ordinance and following the adoption, the ordinance must be published, and documents must be recorded and mailed to the State, County and affected taxing agencies.